



KING COUNTY

CLASSIFICATION & COMPENSATION MANAGER

DEPARTMENT OF EXECUTIVE SERVICES

HUMAN RESOURCES DIVISION

Annual Salary Range \$76,499 - \$96,967

Job Announcement: 06BL5893

OPEN: 3/1/06 CLOSE: Open Until Filled (Extended)

WHO MAY APPLY: This position is open to all qualified King County employees and the public. First consideration will be given to county career service employees.

WHERE TO APPLY: Required forms and materials must be sent or delivered to: **King County Human Resources Division, 500 4th Ave, Room 450, Seattle, WA 98104.** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Benjamin Leifer, Support Services Manager, at (206) 296-8561 or ben.leifer@metrokc.gov for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

The following documents are required as application materials:

- Completed [King County employment application form](#),
- Resume,
- A letter of interest, which includes a description of your accomplishments, your ability to perform the job duties listed below, and how you meet or exceed the qualifications listed below.

WORK LOCATION: King County Administration Building, 500 Fourth Avenue, Room 450, Seattle.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The basic workweek is 40 hours per week, 8:00 AM-5:00 PM, Monday – Friday and the incumbent will be required to work the hours necessary to complete the work.

PRIMARY JOB DUTIES: This position is responsible for managing the section that designs, implements and administers the compensation and classification programs for the Human Resources Division in compliance with legal requirements and in support of King County's business and strategic goals. Key responsibilities include administering compensation and classification systems and programs, managing the intake and timely delivery of assignments and projects; ensuring the section's employees are firmly linked into the county's chain of command and policy development structure; building and maintaining an excellent working relationship with the HR Division's Labor Relations Section and the labor community; and mentoring high performance from a team of skilled professionals.

Specific responsibilities include the following:

- Provide leadership and oversight to a skilled technical team in developing and administering compensation and classification systems and programs; analyze tradeoffs between desirable program elements and budget constraints; determine opportunities to improve productivity, cost control, and add value to core processes, programs and services.

- Mentor staff in project management skills, systems development expertise, technical classification and compensation work, and team skills development.
- Research and evaluate compensation program design; determine impacts on county's ability to attract, retain, and motivate employees.
- Partner with the Labor Relations Section to support negotiations and implementation of union contracts.
- Work in partnership with the Labor Relations Section for preparation and monitoring of passage of compensation-related legislation through council; ensure accurate implementation of compensation packages in the county's two payroll systems.
- In close coordination with the Labor Relations Section, oversee all aspects of the county's classification, compensation and pay administration systems and programs; analyze and interpret laws and regulations affecting these programs; determines procedures to best implement regulations; determine reports and reports required by law.
- Manage production of the section in order to ensure successful adherence to the legally required review cycle.
- Provide expert testimony before Boards, Commissions and Elected Officials.

REQUIRED QUALIFICATIONS:

- A minimum of 5 years of classification and compensation analytical experience (preferably in an extensive labor union environment) including at least 1 year supervisory experience (2 years preferred); **and** a Bachelor's degree in business, human resource, or finance, **or** an equivalent combination of experience and training.
- Excellent people management, interpersonal and multi-tasking skills, including ability to work productively with all levels of management, staff, employees across division lines and outside agencies under challenging conditions; and ability to facilitate ad hoc work groups to complete projects.
- Record of accomplishment as a supervisor, team leader and mentor.
- Proven history of accomplishment and success in complex compensation analysis and system design; classification system development and administration; and payroll system implementation.
- Comprehensive knowledge of, and experience in interpretation and application of, the Fair Labor Standards Act.
- Excellent analytical, organizational and project management skills and the ability to approach work with a process orientation;
- Proven ability to perform and administer analyses and studies of classification and compensation issues; proven ability to oversee others in the development of worksheets, spreadsheets and databases necessary to conduct classification and compensation studies;
- Excellent oral and written communications, including experience preparing and editing correspondence, technical and business reports, presentations, and briefing papers for senior-level management; skills in making presentations to managers and elected officials is required;
- Proven track record of being able to appropriately prioritize and respond to multiple customer demands and maintain a demanding schedule of production.
- Demonstrated computer skills in e-mail/calendaring, internet, word processing and spreadsheets (e.g., Outlook, Word, Excel, Explorer.)

DESIRABLE QUALIFICATIONS:

- Certified Compensation Professional (CCP) Certification preferred;
- Experience with the PeopleSoft HR/payroll system is highly desirable.

SELECTION PROCESS: The candidate evaluation and selection process will include a preliminary screening of application materials for qualifications, clarity and completeness. The applicants who meet or exceed the required qualifications and indicate that they possess the most competitive background in directly related experience, knowledge, and training may be invited for interviews by one or more panels. Reference contacts will be made with final candidates.

UNION MEMBERSHIP: This position is not represented

CLASS CODE: 230501